ABOUT MONO COUNTY

Mono County is a destination that is full of opportunity and adventure. Set on the eastern slope of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, serene lakes and cold mountain streams, deep winter snows and sunny summer skies.

Photo: © Greg Newbry

With a year-round population of roughly 14,000 spread over 3,000mi.² of geography, we are considered a frontier county. The County seat is located in Bridgeport - situated 350 miles north of Los Angeles and 120 miles south of Reno. The Town of Mammoth Lakes is a world-class resort destination, and the only incorporated city in Mono County with a year-round population of 8,000.

Our natural playground is matched with a complete range of amenities and activities making it an ideal place to establish a healthy work-life balance. The Mammoth Yosemite Airport (MMH) offers year-round direct flights to LAX, and several other destinations throughout the winter season. Additionally, several of our communities boast Gigabit broadband speeds at price points that are roughly half the national average.

Looking for a unique opportunity where a great quality of life is matched with a high-performing team focused on implementing modern and sophisticated technology solutions? This might be the job for you!

The Mission of Mono County IT is to:
Provide exceptional customer service by implementing technology that improves efficiency, empowers the workforce by ensuring dependability, accountability, and government transparency.

More information about the culture and work of the Mono County IT Department can be gained from our strategic plan, available under Supporting Documents at https://monocounty.ca.gov/it.

BENEFITS: Mono County provides generous benefits, including CalPERS retirement, medical, dental, vision and 401 deferred compensation.

HOW TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696 | Bridgeport, CA | 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

hr@mono.ca.gov
www.monocounty.ca.gov

COUNTY OF MONO

INVITES APPLICATIONS FOR

INFORMATION TECHNOLOGY SYSTEM ADMINISTRATOR

Open Until Filled
1st Application Review: November 10, 2016
1st Interview Round: November 18, 2016
Start date mutually determined

SALARY:
$6,098 - $7,412 DOE

Location:
Bridgeport or Mammoth Lakes, CA

*Mono County is an
Equal Opportunity Employer*

RESPONSIBILITIES

Under limited direction, administer server hardware, software, operating systems, and security including the design, installation, configuration, optimization, maintenance, and support of host systems, database server administration, and systems programming. Perform other work as assigned.

Examples of Duties:

- Provides expert level, Tier II / III technical support on hardware and software used by agency personnel.

- Designs, configures, documents, and maintains systems and a converged network environment.

- Manages systems and technologies that ensure security compliance with agency policies, contracts, and partnerships.

- Manages critical infrastructure systems including those with sensitive data.

- Manages Active Directory and designs Group Policies which impact the organization.

- Serves as a resource and mentor for IT Specialist staff with administrative supervision duties.

- Analyzes and modifies configurations to improve system performance & security.

- Designs, develops, implements, configures and manages systems programs and applications.

- Backup systems and oversees Disaster Recovery.

- Develops standards and recommendations regarding technology and tools.

- Installs and administers databases.

- Develops and manages projects.

- Attends trainings, seminars and user conferences to ensure adherence to industry standards.

- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Implementing and managing a variety of systems, platforms, and services including but not limited to Windows desktop and server, Exchange, SQL, SharePoint, Citrix, and Office 365. Some Linux helpful.
- Installing, upgrading, and maintaining core infrastructure systems and hardware including but not limited to Dell servers, HP & Cisco networking equipment, Ubiquiti wireless, APC UPS battery backups, EMC & Synology storage devices,
- Supporting business level applications such as Microsoft Office, Adobe Creative Cloud, Laserfiche, AutoCAD, and other department specific applications.
- Virtualization technologies such as VMWare ESXi and vCenter and the management of VMs including backups, resource allocation, and performance monitoring.
- Supporting and managing mobile devices such as iPhones, iPads, Androids, and Windows Tablets.
- Installing and maintaining audio and video systems in conference room settings such as projectors, TVs, speakers, microphones, and cameras.
- Video conferencing systems such as LifeSize, Zoom, and Skype.
- VoIP phone systems.
- Managing a Windows Active Directory domain and configuring roles such as AD DS, DHCP, DNS, printing, IIS, WDS, DFS, WSUS, LDAP, VPN, and NPS.
- Deploying and supporting end user equipment from the procurement process to implementation which includes maintaining systems that promote efficiency (vendor relationships, desktop image design, group policies, and asset management).
- Software licensing models such EAs, volume, subscriptions, and CALs.
- Best practices with encryption, security, and HIPAA compliance
- Supporting all end-user level equipment such as Desktops, laptops, tablets, smartphones, printers, copiers, scanners, etc.

Ability & Willingness to:

- Install, upgrade, and maintain hardware and software.
- Develop and maintain quality documentation.
- Mentor, support, and supervise IT Department staff.
- Lead project teams and manage projects to deliver them 'on-time' and 'on-budget'.

- Implement computer and network based security standards and requirements at the enterprise level.
- Work effectively with a wide range of constituencies in a diverse political and technical environment.
- Communicate expertly, both orally and in writing.
- Present technical concepts to technical and non-technical staff.
- Serve as a Disaster Service Worker during certain emergency operations.
- Be service oriented, effectively represent the County's Information Technology Department, and inspire others to think creatively for the good of the County.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality.
- Provide On-Call/After Hours support on a rotation basis.

JOB DETAILS

Location:
Bridgeport or Mammoth Lakes, CA but travel will be required throughout the County.

Minimum Qualifications:

A Bachelor's degree from an accredited college or university in a computer related field and four (4) years of experience working with and administering systems; OR Current MCSE with four (4) years of experience, an MCSA with five (5) years of experience.

Special Requirements:
- Satisfactory completion of a Department of Justice Background investigation
- Possession of a valid Driver's License.
- May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.